



WALTHAM ABBEY TOWN COUNCIL

TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

K R RICHMOND BA (Hons) FILCM
Town Clerk & Chief Financial Officer

E-MAIL: townclerk@walthamabbey-tc.gov.uk

TEL: 01992 714949
FAX: 01992 763774

YOUR REF:

OUR REF:

1st May 2018

Hirers Privacy Notice

When you hire function suites, and rooms in the Town Council's buildings, or hire pitches or spaces on the Town Council's land, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Waltham Abbey Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. You may request the deletion of your data held by Waltham Abbey Town Council at any time.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting us directly.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Town Clerk, details at the top of this form.

Information Deletion

If you wish Waltham Abbey Town Council to delete the information about you please contact the Town Clerk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk to object.

Rights Related to Automated Decision Making and Profiling

Waltham Abbey Town Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Town Clerk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, Waltham Abbey Town Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. The Council does not use profiling, and does not sell or pass your data to third parties. The Council does not use your data for purposes other than those specified. The Council makes sure your data is stored securely. The Council will delete all information deemed to be no longer necessary. The Council will constantly review its Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time or view them on our website at www.walthamabbey-tc.gov.uk).

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	